

# Promethean Level 1

## "Core Essentials"



A "How-To" Guide for beginning  
Promethean Board  
and ActivInspire Users



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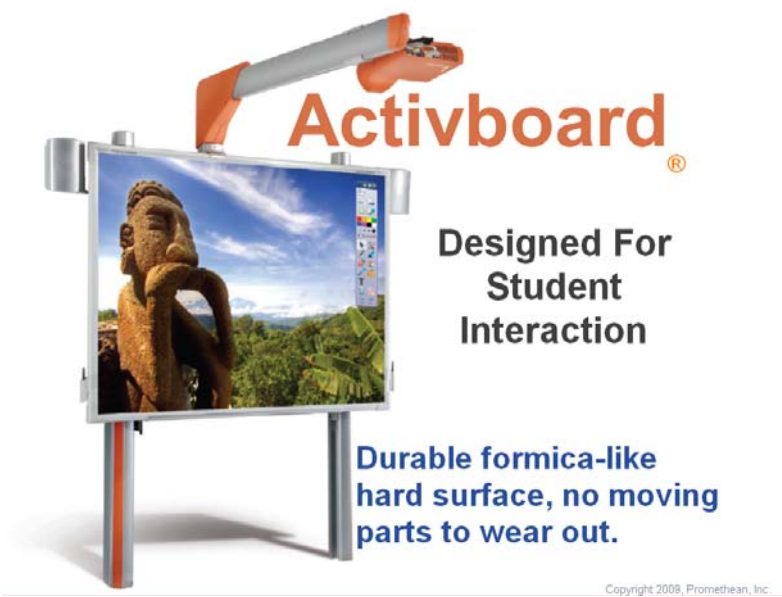
## Core Essentials: Objectives

**Getting Started:** Becoming familiar with the board, how it is connected to your computer and projector, troubleshooting tips, how to calibrate, profiles, and the Activpen.

**ActiveInspire Introduction:** How it works, user terminology, the dashboard, menu bar, marquee tools, the different browser windows, design mode vs. presentation mode, and user profiles.

**The Tool Bar:** Getting to know your most frequently used tools such as the pen and highlighter, eraser, spray bottle, shape tools, fill tool, text, window shade, and desktop annotation.

**Promethean Planet:** Participants will get a chance to create their Promethean Planet account, learn how the site is organized, what resources it has to offer, and how to download both flipcharts and resource packs.



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# Activpen

- Controls your computer as you draw on the Activboard.
- Pen Nib works as left mouse button.
- Orange button works as right mouse button.



- ★ Acts as the mouse.
- ★ Need to keep contact with board!!!!  
(Especially when you click and drag objects)
- ★ Right-click usually pops up a menu.
- ★ Do not hold button except to right-click.

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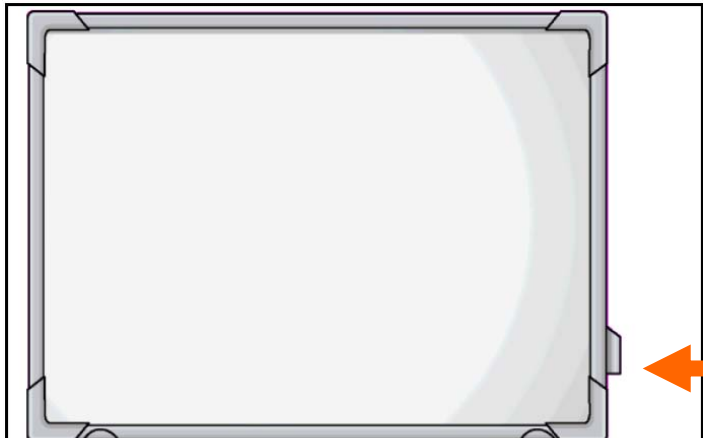
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Be sure to place the pen in the holder Nib up



**Don't be like the Monks!!**  
**Don't be afraid to play!!**  
**Become one with the board!!**  
**Is it connected?**  
**Uh oh! The Red X...what do I do?**  
**USB!! USB!! USB!!!**  
**Wait for the "ding"**

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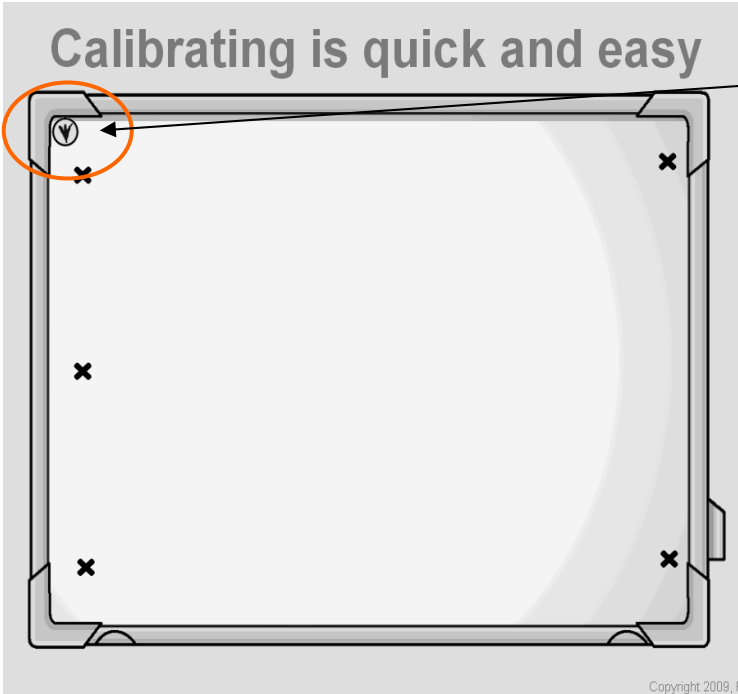
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**Method 1:** Hover the ActivPen over the **calibration light** in the top-left corner of the board for a few seconds. Follow the on-screen instructions.

**Method 2:** At your computer, right-click on the ActivManager icon in the bottom right-hand corner. Select Calibrate. Follow the on-screen instructions.

**When finished, check that the tip of your ActivPen lines up with the cursor on the ActivBoard.**

**NOTE:** It is very important that you touch in the middle of the crosshairs on each of five crosses.



**Are your pens acting FUNKY?**

**When in Doubt....CALIBRATE!!**

## The Dashboard

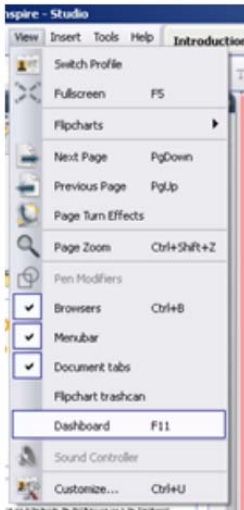
When you run ActiveInspire, the first thing you see is the **Dashboard**. The **Dashboard** will remain open until you close it.



If you uncheck the "Show the dashboard window upon startup" box, the dashboard will not open automatically the next time you run ActiveInspire.

## Viewing the Dashboard

From your menu bar, click View and then Dashboard or the F1 key on your keyboard.

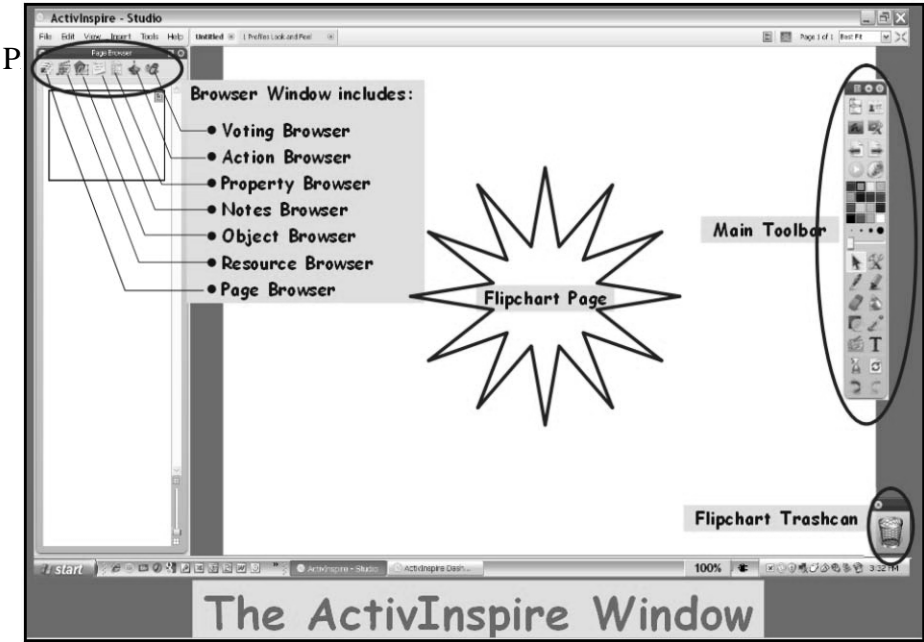




**Options on the right change** depending on the tool you choose on the right.

- Click the **Close button** to start with a new/blank flip chart.
- Click on **Flipcharts** to open a saved flipchart (most recently used flipcharts will be listed on the right).
- Click on **Promethean Planet** to go to their website.
- Click **Annotate over the Desktop** to display your computers desktop and the ActivInspire Toolbar allowing you to annotate whatever you have on your desktop (Word Doc, Image, website, etc.). This is covered later in the manual.
- **Import PowerPoint or Smart Notebook** files as images on flipcharts by clicking appropriate button.
- **Express Pole** opens up the tool that allows students to answer quick on the fly questions using the ActivVote or ActiveExpression Devices.
- **Configure** tools for setting up ActivVote and Expression Devices, managing profiles, and software updates.

**Lets get familiar with the ActivInspire Window!!!**



Flipchart page

Main Toolbar

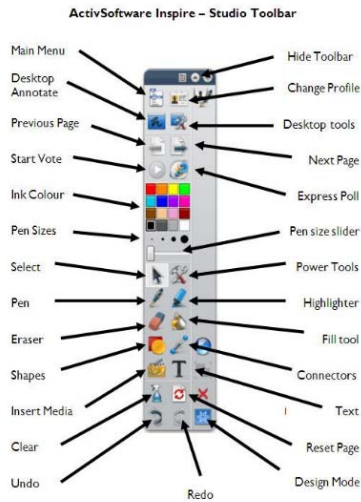
Trashcan

Browser windows

**NOTE:** The Browser Window and the Flipchart Trashcan can be viewed or hidden using the View Menu.

**Main Toolbox**

The Main Toolbox opens on your display when you start ActivInspire. When you start ActivInspire for the very first time, the toolbox contains a set of the most popular tools. The items in the Main Toolbox are just a selection of the many tools available. You can access a large range of additional tools from the Tools Menu. Next time you start ActivInspire, it will remember where you left the toolbox last time and which tools it contained.

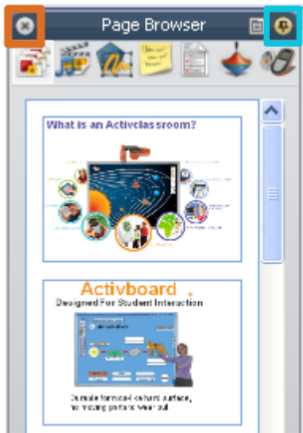


**Note:** You can change your settings so that the default “start-up” tools is the selection tool instead of the pen. The selection tool acts as the mouse of your computer (select, click/drag, etc.).

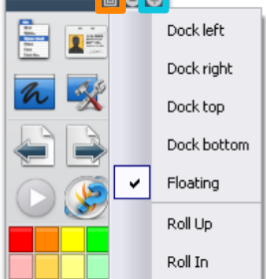
Browser windows can be pinned/unpinned or closed. Click View...Browser from menu bar to bring back.

Main toolbar can be pinned/unpinned or rolled down/up. Position it where it is most convenient for you to use by clicking the Toolbox options button (floating, dock right, etc.)

Close Browser      Pin Browser in place.



Toolbox options      Pin Toolbox in place.





**Menu Bar**  
Same as the "Main Menu" tool on your toolbar. It allows you to work from the right side of the board.

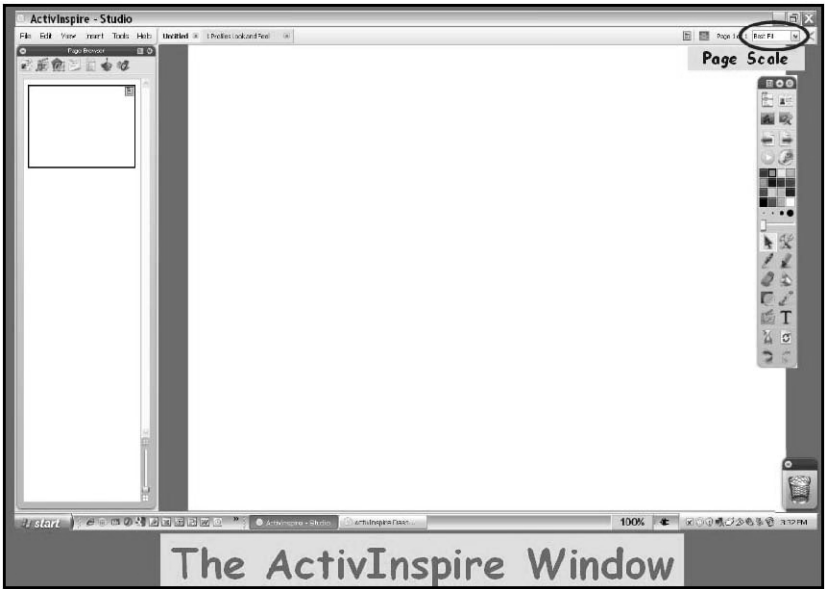
**Multiple Flipcharts and Document Tabs**  
Every time you open or create another flipchart, a new **Document Tab** appears in the Menu Bar.

To move from one flipchart to another, click the Document Tab of the flipchart you want to work on. The name of the flipchart appears in bold in its Document Tab.

**NOTE:** If you have many flipcharts open, you can use the View/Document Tabs option on the menu bar to turn document tabs on/off.

**Increase and decrease the page size with Page Scale Options**  
With 'Best Fit', you can see the whole page. You can change this with the drop-down menu at the top right-hand corner of the window.

**Welcome to the World!**  
If you select a setting that is smaller than 100%, the size of the flipchart page will be proportionally reduced in the ActivInspire window. This opens up an area around the flipchart page called the World. You can use the World like a blotter, to position objects temporarily outside the boundary of the flipchart page, for later use. These objects can then remain hidden when the page is scaled to fit the ActivInspire window. For example things you don't want to make visible to your students, or items you want to reveal at a certain point in a lesson.



The default color of the World is blue. You will learn how to change this in the settings.

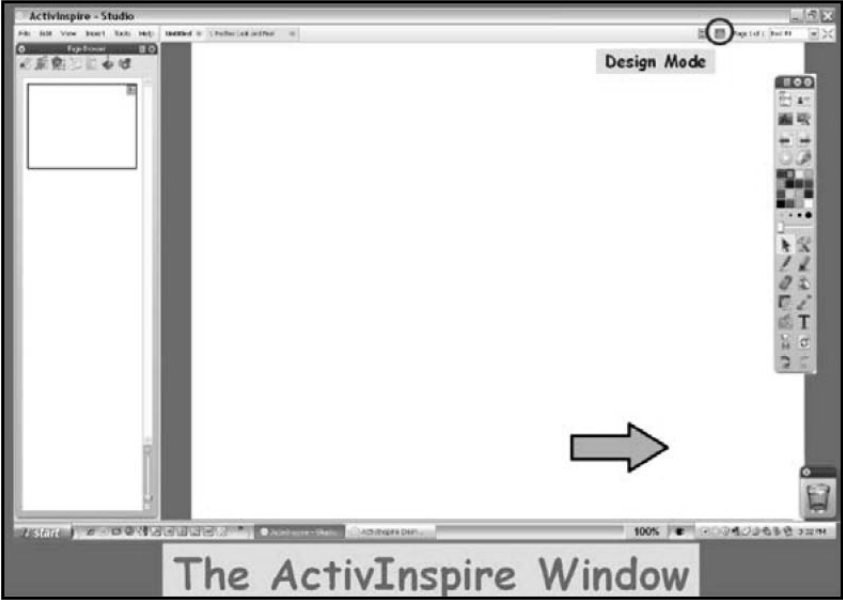
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**Design and Presentation Mode**

After you have completed a flipchart, one thing you may want to do is lock items so they can not be accidentally moved. If you need to edit it, instead of going through each object and unlocking them, you would use Design Mode.

**Design Mode:**

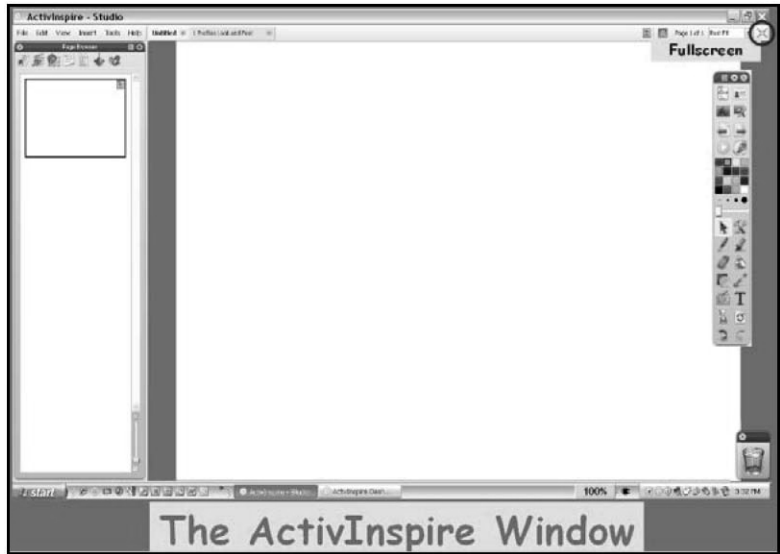
- Allows locked objects to be edited
- Show hidden objects
- Disable Actions and Drag and Drop
- Disable object restricts
- Disable blocker objects

**Note:** Blue is presentation Mode and Red is Design Mode.

**Tip:** Use when you download a flipchart from Promethean Planet to analyze it.



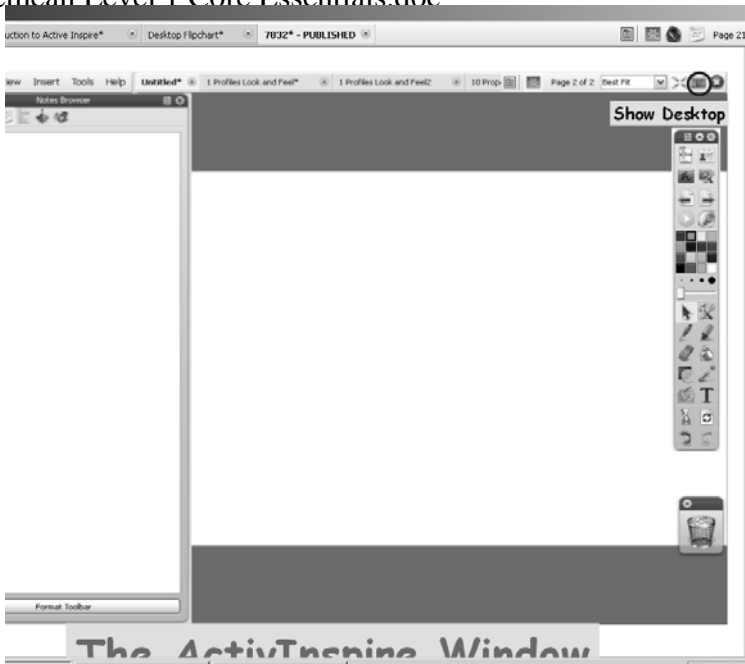
Which icon represents Design Mode in ActivInspire?



**Fullscreen:**

Hides the taskbar and Title bar, including control boxes. Click the Fullscreen button again to view taskbar and Title bar again.

Using the "At the Board" profile will do the same thing as switching to FullScreen.



Because the control box is gone, two new icons appear:

Show Desktop which minimizes ActivInspire to the taskbar. To restore the ActivInspire window, click on the taskbar.

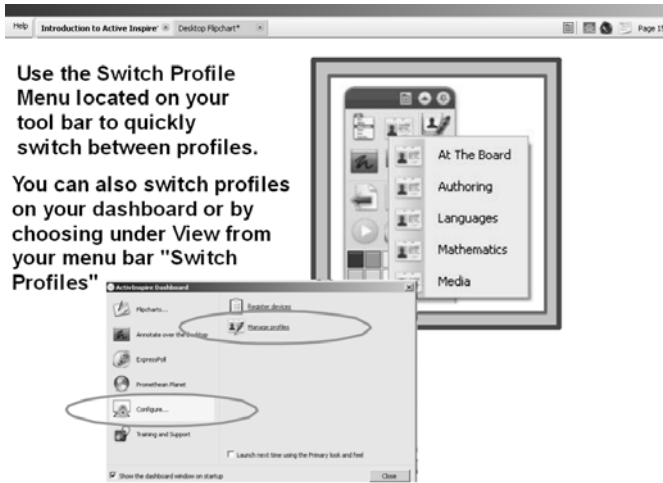
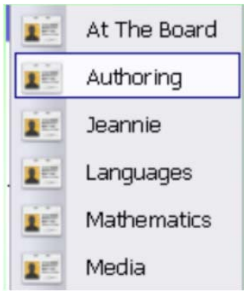
A red X appears. Use this to Exit  
Active Inspire

## What is a Profile?

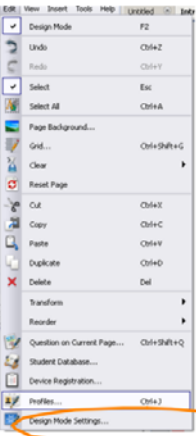
When you open ActivInspire the toolbar displays different tools depending on what profile is selected. The default profile is the Authoring profile. You can create and save different profiles with different customized toolbars based on your needs. Whether you need lots of different tools on your board or just plenty of space...ActivInspire suits all different teaching styles.

You can create as many different profiles as you like. Profiles are stored in your "My Profiles" folder within your Promethean folder on the network.

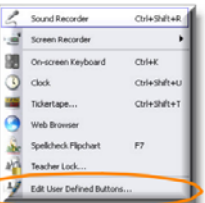
H/Promethean/My Profiles/...



From the Menu Choose Edit > Profiles



OR click the Edit User Defined Buttons... icon on the toolbar or under Edit on your menu bar.

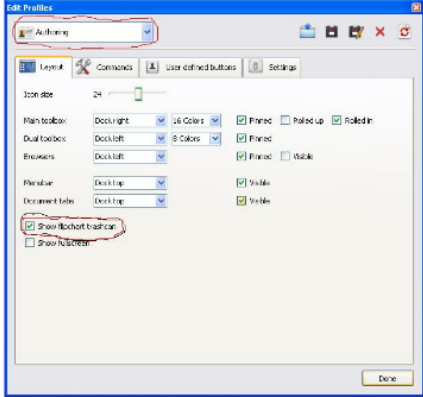


You can also edit profiles through the Dashboard

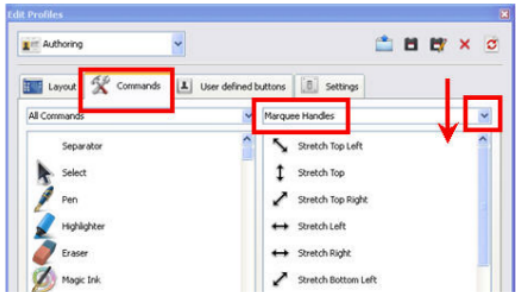


Check out features under all four tabs:

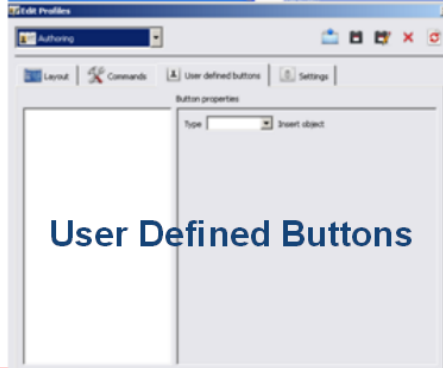
Layout



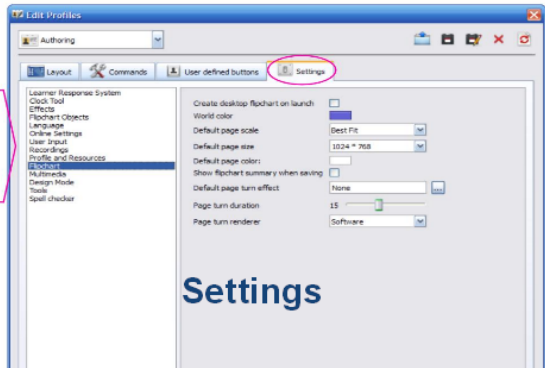
Commands



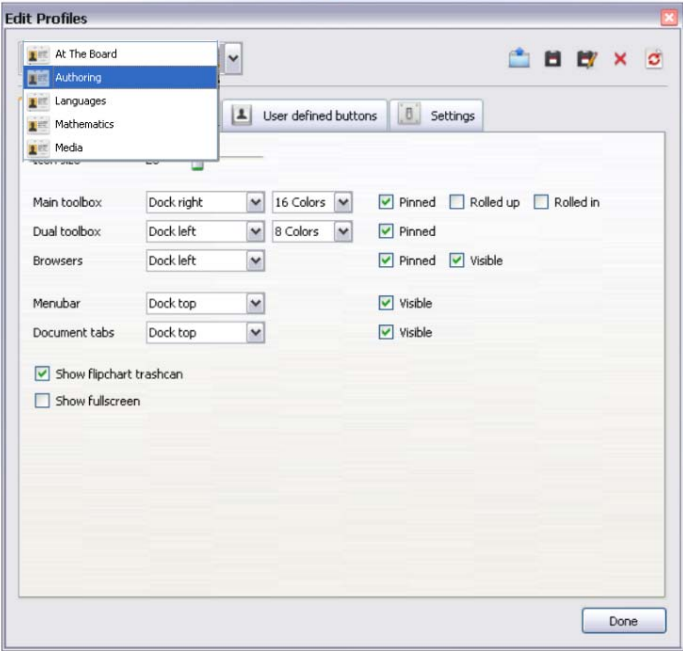
User Defined Buttons



Settings



# The Layout Tab



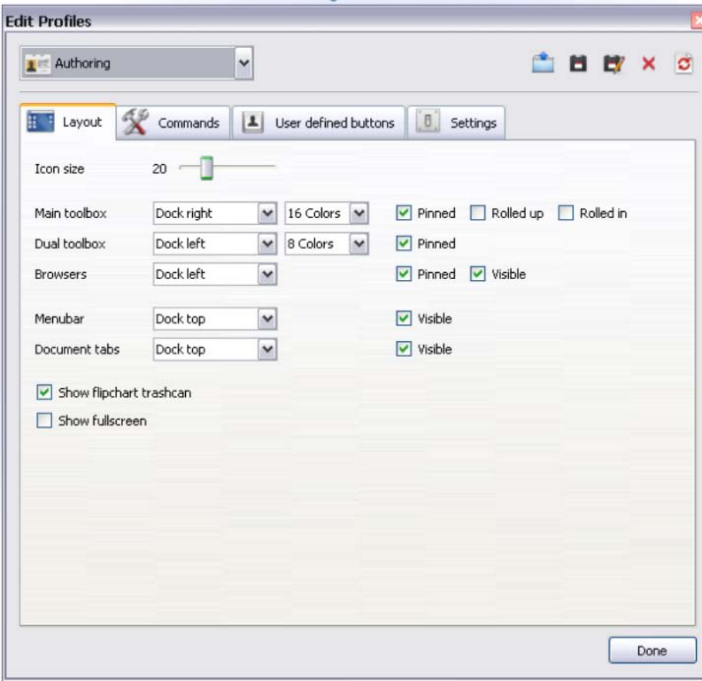
Use the dropdown menu to load different profile files.

**NOTE:** Watch the changes take place as you make selections.

Change icon size using the slider.

**Main toolbox-** change the number of colors OR Dock top, bottom, left, right or floating  
Attach the Main Toolbox to the inside edge of the ActivInspire window in the chosen position, or leave it floating, so that you can drag and drop it as required.

# The Layout Tab



**Layout tab:** continued

**Browser** window can be docked top, bottom or floating; and pinned. The **Menu bar** and **Document tabs** can be docked top or bottom.

**Browser, Menu bar, Document tabs and Trashcan** can be visible or hidden.

Use the **View** menu to see these items again.

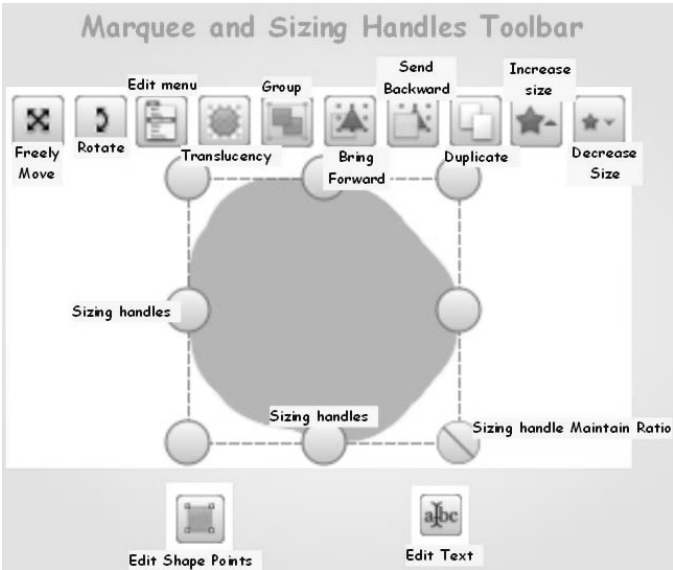
**Fullscreen** mode can be set to come up automatically.



The Commands Tab Allows you to customize your main toolbar by adding and/or removing different tools.

**Note:** Watch the changes take place as you make your selections.

You can personalize the Main Toolbar and Marquee and Sizing Handles by adding or removing items to suit your needs. Any tools may be added and positioned on the toolbar or marquee handles.

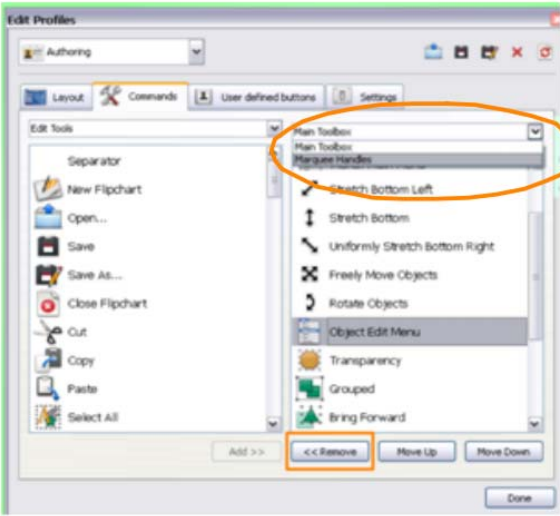


**Marquee and Sizing Handles** - the icons that appear when an object when selected.

The **Edit Shape Points** icon is added when a shape is selected. This allows you to change the shape of the shape.

The **Edit Text** icon is added when Text is selected. This opens the **Format toolbar** which allows you to edit the apperence of your text and other text options such as bullets, etc.

## Marquee and Sizing Handles Toolbar



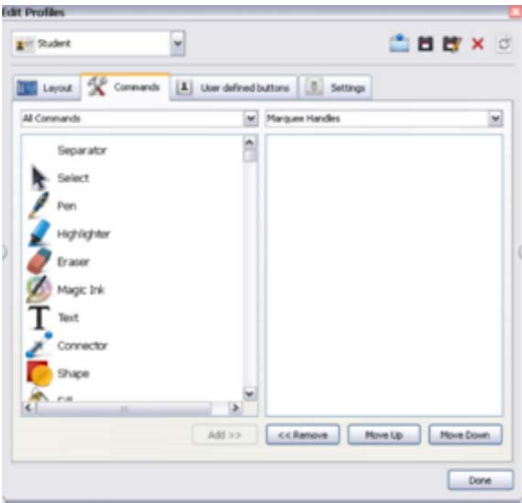
Click drop-down arrow and choose "Marquee Handles".

Commands tab: continued

**NOTE:** Customize **Marquee** and **Sizing Handles** by adding or removing items to suit your circumstances.

**Tip** - remove all **Marquee** and **Sizing Handles** so that when you or your students select an object, you don't see them.

### Remove and Add Marquee and Sizing Handles



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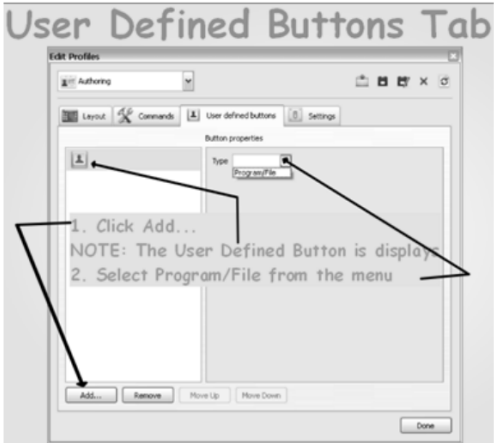
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p User Defined Buttons

Create your own shortcuts, so that when you press one of your own buttons, ActivInspire opens a file or launches a program.

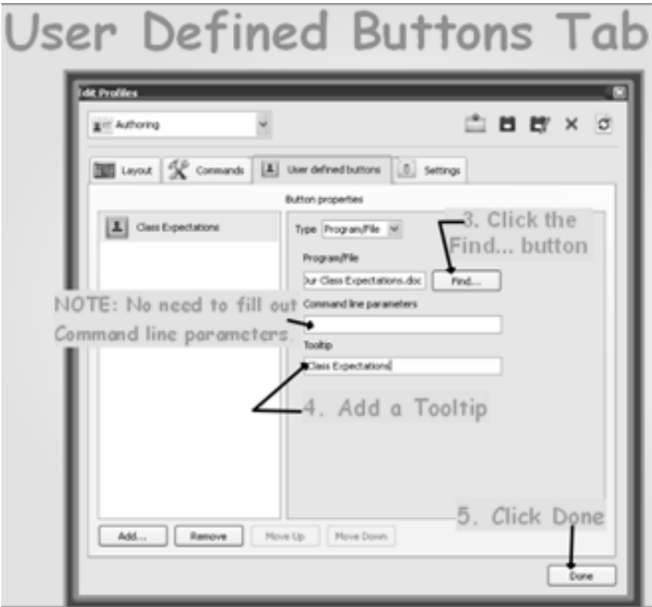


Create your own shortcuts so that you can open a file or launch a program from your Toolbar.

**Tip:** Great for adding Web site links to your toolbar.

- 1. Click Add (user define button is displayed on left).
- 2. Select Program/File from menu (program files on C Drive).

**Action Button** - Click the **Add** button to go to the next page.



**Add User Defined Buttons** (continued)

- 3. Click the **Find** button to browse for a file or application.

OR

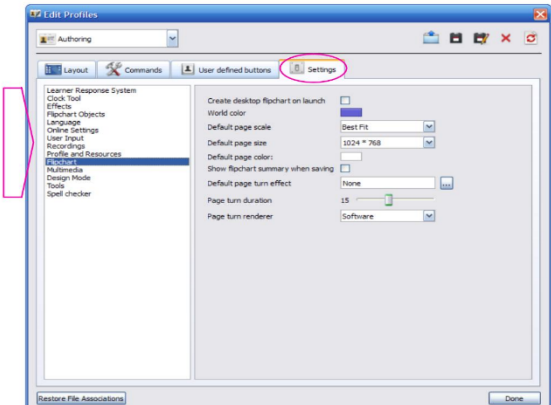
- 4. Enter a url for a Web site.
- 5. Add a Tooltip.

**Tip:** Copy and paste url from a website instead of manually trying to type it in correctly.

HIT SAVE!!!

**Settings**

Customize the way on which you work with your Response System, math tools, multimedia and m



**NOTE:** Select something on the left - make changes on the right.

**\*\*\*** You can change your default tool that is selected upon opening ActivInspire to the **Select** tool instead of pen!!!

This is where you customize all your fun tools...math, clock, dice, revealer, on-screen keyboard, location of stored profiles, etc.



# Settings

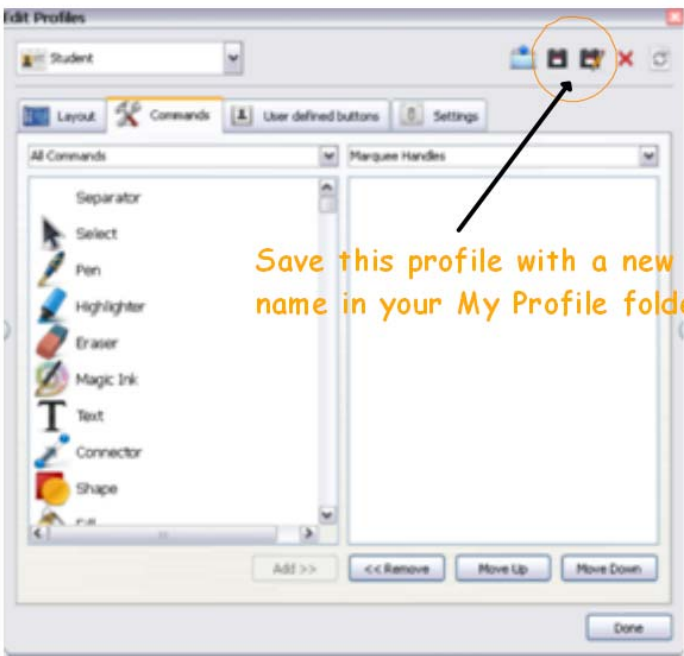
Use your Help menu to get a full description/explanation of each setting.

Go to:  
Help...Contents...Reference...Settings

You can also use the "search feature" and type in Settings, etc.



## Save Your Profile



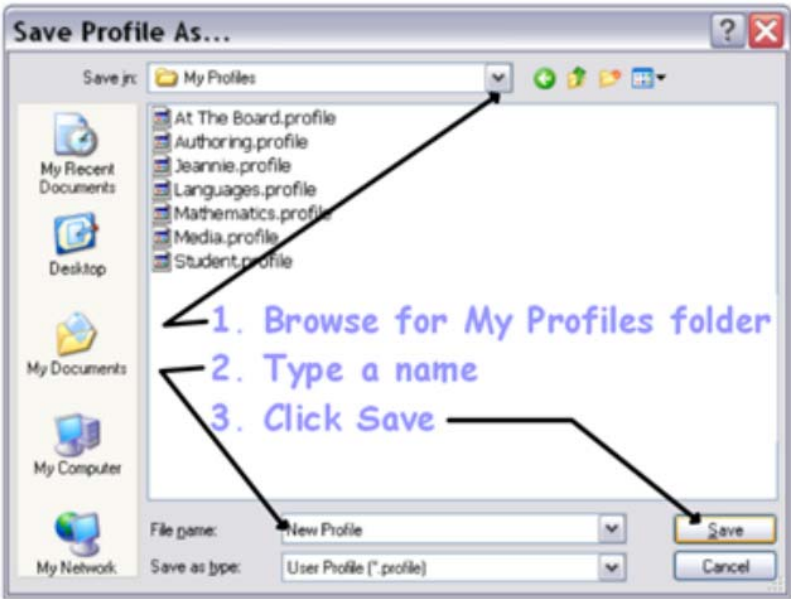
Save profiles with a new name to your **My Profile** folder found in your **Promethean** folder on the network (**H Drive**).

**Note:** If you don't save them here, they will not be displayed on the "Switch Profile" drop-down menu.

Click **Save** when finished.



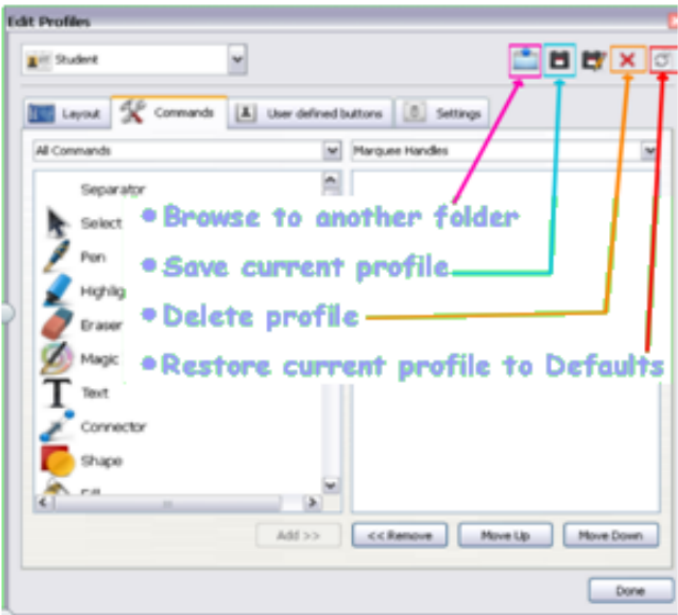
# Save Your Profile



Profiles get stored in your Promethean's folder in a folder called "My Profiles".

H:/Promethean/My Profiles

# Save Your Profile



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**Note:** do not browse to another folder to save a profile. Use the Save buttons (disks).



**We've only just begun...**

- 1. Basic Tools
- 2. Text Tool & Onscreen Keyboard
- 3. Page and Notes Browser
- 4. Resource Browser & Promethean Planet

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